

Close the year in great
health with ...

HEALTH *for the*
Holidays

Brought to you by

The State Health Plan
PREVENTION PARTNERS

South Carolina Budget and Control Board
Employee Insurance Program

HEALTH *for the* Holidays

Coordinator's Manual

Implementing an Incentive Program

Incentive Campaigns ...

An Important Component of a Comprehensive Health Promotion Program

A well-rounded health promotion program includes awareness, education, intervention, and support. Well designed and executed incentive campaigns not only create interest in a particular health issue, they inspire action and reinforce the organization's commitment to good health.

From the individual's perspective, incentive programs work for two main reasons:

- *Incentives provide the impetus for change.* Even though people know about the positive effects of a healthy lifestyle, incentives are often needed to begin reversing a lifetime of progressively less activity, poor nutritional habits, and escalating stress.
- *Incentives create a tangible goal.* Until your participants experience the good feelings of exercise, a healthy diet or less stress, they often need a goal. People take four to six weeks to get over the initial discomfort—both physical and psychological—and begin to see positive changes in their stamina, waistline, and mental outlook. In an era of instant gratification, incentives bridge the gap between starting a program and feeling good.

What makes incentive programs work?

Variety and flexibility. The most successful programs have multiple opportunities for change and are adaptable to a broad range of participant abilities.

Intrinsic rewards. Appeal to the individual's personal sense of accomplishment, not an external objective. For example, avoid labels like "The 1,000-Mile Challenge." Instead, call it "Your Fitness Advantage" or some other positive statement that won't scare away potential participants before they examine the program.

Time and timing. It takes about 30 days of consistent reinforcement for a lifestyle behavior to become a habit. Begin the program during significant time periods—weight and stress management programs for the holidays, January 1 to tie into New Year's resolutions, Spring to prepare for swimsuit season, and back-to-school programs in the Fall.

Buddies and teams. Small group and partner programs are gaining popularity. Encourage spouses, coworkers, neighbors, etc., to exercise together for a common goal.

How to promote the program

Here are a few rules of thumb:

1. Personally invite people to participate. If you implement a lot of incentive programs, spreading fliers around soon blends into the furniture. A personal invitation strengthens commitment.
2. Apply multiple promotion techniques in a brief period (about three weeks). Use fliers, posters, easels, presentations, paycheck stuffers, personal invitations, e-mail, voice mail, etc.
3. Try to create something new each time you promote. Greet people at the door, as they come to work or the fitness center, with tickets for a turkey raffle and registration information to promote *Health for the Holidays*.

Check *Top 10 Promotions* on Page 8 for more fun ways to attract participants.

What flavor carrot?

You want participants to value the incentive without breaking your budget. In general, participants appreciate useful items—t-shirts, gym bags, books, water bottles, sweatshirts, etc.

Dollars and sense

Some organizations offer incentive programs for free; after all, why should participants pay for an incentive? Because it deepens commitment. Participants who pay a fee are more likely to reach their goal. It may limit your participation initially, but as your reputation for quality programs grows, a \$7-\$10 fee can actually help sell future programs, as participants recognize the value.

Problems to avoid

“Challengitis.” Not only is the word “challenge” overused, the concept may be as well. Limit competition—one or two challenge programs a year are plenty. A little friendly competition among friends or between groups is healthy, but when participants get pressured to do more than they’re comfortable with, it can reinforce negative feelings about exercise, dieting, or other lifestyle changes. Consider team competition designs that result in several winners.

Incentive Campaign Checklist

Does your program ...

- Incorporate variety and flexibility?
- Offer an intrinsic reward?
- Have 30 days or longer for behavior change to occur?
- Tie the campaign to a significant event?
- Include a buddy system, family involvement or friendly team component?

Did you ...

- Personally invite people to participate?
- Implement multiple promotions?
- Create a new promotion idea?

Getting Started

Successful implementation takes good planning and execution. We’ve simplified the process with step-by-step instructions.

Step 1: Review program materials.

Go over the materials in your *Health for the Holidays* kit. Many of the forms include a blank space for you to add specifics, such as deadlines, return addresses, or other participant instructions. Use sticky notes or paper clips to flag these areas (see *Content Review* on Page 5) so you’ll be sure not to miss any when you go back to customize the forms.

If you have questions about the program, contact Prevention Partners at 803-737-3820 (toll-free at 888-260-9430). Our knowledgeable staff will be glad to answer your questions and share our experience.

Step 2: Determine how you’ll run the program.

We’ve designed *Health for the Holidays* for maximum flexibility, including instructions for a team version. We’re trying to encourage starting or maintaining good exercise, eating, and stress management habits, as well as staying connected with family and friends throughout the holidays. There are six log forms included, allowing you to run the program for up to six weeks. Review each log form carefully to determine which are most appropriate for your start date and the length of your program.

Remember, you will need about two weeks to prepare promotional materials, set up registration processes, and purchase sign-up incentives. Then plan for three weeks of promotion. That means you’ll need at least five weeks to successfully launch the program.

Step 3: Select your program incentives.

Prevention Partners offers great incentive items such as the Healthy Pursuit t-shirt, low-fat cookbook, slideguides, pedometers and fast food guides. Please see the order form on Page 13.

Step 4: Outline your registration process.

Consider a modest program fee—\$1-\$5—to help offset the cost of materials and encourage compliance. Be sure to include registration deadlines, return addresses, phone numbers, and incentive details. It is up to you and your wellness committee to decide whether to charge a modest program fee.

Step 5: Design your promotion plan.

We favor a short (three-week), intense promotion period with multiple techniques. Be sure to check out the list of *Top 10 Promotions* on Page 7 if you need some new ideas.

Step 6: Plan program events.

Kick off or wrap up with some fun activities, awards, refreshments, a chance at prizes and a pat on the back. Consider offering a special activity (wellness speaker, holiday cooking demonstration, lunchtime walk) at the halfway point to maintain enthusiasm.

Step 7: Evaluate the program.

Be sure to ask everyone for feedback. To make it easier we've included a participant evaluation. You may want to award a random prize to all who return a completed evaluation. And we'd love to get a copy of your summary.

Step 8: Organize your next campaign.

In the back of this guide you'll find a form (*Health for the Holidays Summary*) for recording and evaluating different aspects of the program. You can refer back to this to see what worked and what you may want to rethink the next time you prepare an incentive program.

Content Review

In your implementation guide:

Participant cover letter. Customize this letter to include information specific to your program. This letter is only a sample. You may edit the letter to suit your needs.

Top 10 promotions. Use these ideas to attract the attention of your participants.

Implementation Action Plan. Use this tool to help you stay on schedule.

Health for the Holidays Summary. Take a few minutes to document the outcome—use the information as you prepare for future promotions.

Note: This symbol ✍ indicates where you'll need to customize the material.

Reproducible pages:

- *Flier/registration form* ✍. This is intended to land on everyone's desk or in their mail. We've included a version with and without registration details. Just fill in the dates for your program.
- *Handbill* ✍. Post in high traffic areas as is, or enlarge to 11" X 17" to attract even more attention—try bright-colored paper.
- *Fact Sheet*. We've listed program highlights on one page. Use it to make an overhead or hand out to groups as you explain the program.
- *Newsletter articles* ✍. Publish the article in your health promotion or organization newsletter just before you distribute fliers and handbills.
- *Log forms* ✍. Allow participants to track their progress throughout the program. There are two sets of six log forms. The first set includes activities we recommend, while the second set is blank, allowing you to insert your own activities.
- *Team Log* (optional). Use to encourage participants to form Holiday Health Teams of five to support each other on the way. Provide the team leader with a copy of the *Team Log* to record team members weekly activities.
- *Participant Survey* ✍. Use this to solicit feedback from *Health for the Holidays* participants. We'd love to receive a summary copy to help make our kits more user friendly.

Sample Participant Cover Letter

(today's date)

Participant Name
Address

Dear (name):

Welcome to *Health for the Holidays*. We're delighted you decided to join us. *Health for the Holidays* is a program that takes you through the holidays in top health!

Weeks of Health Habits

The program starts (date) and runs through (date). Your participation will help ensure a healthier, less stressful holiday season and send you into next year feeling better about your prospects for a healthy new year.

Weekly Holiday Health Pyramid

Each week there's a new log form with a *Holiday Health Pyramid*. Use the form to track your progress during the week, then *return* it to your worksite Prevention Partners coordinator.

Foundation for Health

Your goal is to fill in the entire pyramid each week by completing a social health activity, two stress management activities, three nutrition activities, and four fitness activities. Of course you're not limited by the pyramid, but using it to track your progress reinforces balance and commitment.

Team Support

Recruit four more participants for a greater chance of success. Each week we'll award random prizes to teams who turn in a weekly *Team Log*.

Holiday Happenings

Each week we'll sponsor a group activity you can count toward your weekly *Holiday Health Pyramid* goals. (Explain what, when, where.)

Winning Form

Complete the program and you'll receive (describe incentive).

Regards,

Name
Health for the Holidays coordinator (phone number)

Enclosures

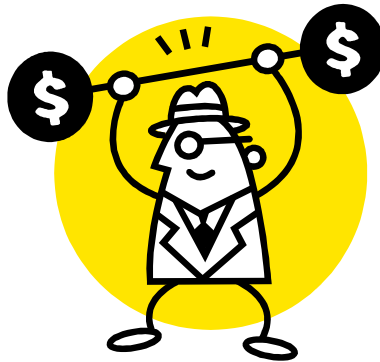
Top 10 Promotions

Holiday Tune-Up

Conduct a health screening or nutrition assessment as a way for participants to prepare for the holidays. Use the opportunity to promote the program and encourage continued participation. A Prevention Partners Worksite Screening Request Form is included in this packet.

Wealth for the Holidays

Hold a free seminar on financial fitness as part of *Health for the Holidays*. Contact local banks, credit unions and financial investment institutions for assistance.



Holiday Helping Hand

Offer discounted registrations to everyone who donates a gift to charity.



Holiday Cooking Demo

Conduct a cooking demonstration and taste test, featuring recipes from *Prevention Partners Low-Fat Cookbook*. Hand out registration forms and highlight the cookbook as an incentive.



Turkey Trot/Walk

Sponsor a walk/jog event the week before Thanksgiving to kickoff the program. Award door prizes and highlight program activities to take place during the next six weeks.

Healthy Holiday Bake-Off

Invite participants to share holiday treats and recipes. Have a contest for healthiest, tastiest, most appetizing, easiest-to-prepare, etc.



Holiday Harmony

Invite local school or church choirs to perform holiday songs in high traffic areas over lunch or after work. Set up a registration table and hand out fliers to the audience.

Holiday Workers

Organize a food drive, afternoon of labor or other worthy contribution to a local charity. Award door prizes to *Health for the Holidays* participants who contribute.



Holiday Card Contest

Sponsor a kids holiday card design contest. Encourage children of *Health for the Holidays* participants to submit drawings that depict healthy activities during the holidays. Award an activity toy to the top three.



Maintain, Don't Gain

Include a weight maintenance feature in *Health for the Holidays* where participants can earn an extra incentive for maintaining or losing weight throughout the program.

Implementation Action Plan

Use this sheet to help plan for a successful incentive campaign. Remember, you'll need about two weeks to prepare promotional materials, set up registration processes and purchase sign-up incentives. Then plan for three weeks of program promotion. That means you'll need at least five weeks to successfully launch the program.

[illegible]

Health for the Holidays Summary

Use this space to summarize program outcomes, program comments and your impressions. Review the data as you prepare for your next incentive campaign.

Total registrations: _____ Start date: _____ End date: _____

Total number completing program: _____ (% of total registrants) Program fee: _____

Incentives used: _____

Most successful promotion techniques: _____

Most successful program elements: _____

Most common positive comments about the program: _____

Most common complaints: _____

What I learned for improving future programs: _____

Help us serve you better!

Take a moment to copy this summary form and fax it to Prevention Partners at 803-737-0793. We'll use your information to enhance our products as we strive to provide quality, cost-effective health promotion resources.

Close the year in great health with....

HEALTH *for the* Holidays

Health for the Holidays is designed to help you:

1. Maintain or improve health habits throughout the holidays;
2. Choose from dozens of fitness, nutrition, stress management and social health activities;
3. Build a foundation for health with the *Holiday Health Pyramid*.

For more information, contact: _____

Prevention Partners worksite coordinator

HEALTH for the Holidays

What is Health for the Holidays?

A program to help you make it through the holidays healthier, more fit and feeling better about the new year. *Health for the Holidays* helps you begin or maintain good exercise, eating and stress management habits, as well as stay connected with family and friends during the busiest time of the year.

How does the program work?

Each week you set fitness, nutrition, stress management and social health goals. We give you dozens of simple, attainable, yet meaningful ideas to choose from or you can create your own activities. Then track your progress by filling in the *Holiday Health Pyramid*, a log form that shows you how to build a solid foundation for good health.

Who can participate?

Everyone can participate. We provide you with dozens of selections, and you can set and achieve goals that match your needs and ability. Whether you want to avoid gaining

weight or maintain (or improve) your exercise habits, *Health for the Holidays* can help. And if holidays past have worn you out, this year can be different as you take charge with our simple, effective stress management and social health activities.

What are the benefits of participating in Health for the Holidays?

If you didn't achieve all of your health and fitness goals for this year, *Health for the Holidays* is a great way to get back on track. Or if you simply want to maintain good health habits, it's a great way to reinforce and build on what you're doing now. Just return your log form to your *Health for the Holidays* coordinator.

How can I join Health for the Holidays?

Complete the form below and return it to your *Health for the Holidays* coordinator today. You'll get everything you need to get started so you can enjoy *Health for the Holidays*.

REGISTRATION FORM

Name of Participant: _____

Mailing Address: _____

Phone Number: () _____ E-mail address: _____

Agency or School Name: _____

Prevention Partners Coordinator: _____

Please return this registration form to your Prevention Partners Coordinator.

WORKSITE SCREENING

Request Form

Please complete this screening request form when you have determined the date, time, location and number of employees who wish to be screened at your worksite. Return the completed form to Prevention Partners 6 weeks before your proposed screening date.

Screening Coordinator Name:		
Worksite Name:		
Worksite Address:		
City:	State:	Zip:
Telephone:	FAX Number:	E-mail Address:
Location of Screening (Please include room name or number and attach directions if necessary):		
If this is a combined screening, please list the other participating worksites:		
Proposed Dates of Screening: 1 st Choice _____ 2 nd Choice _____ 3 rd Choice _____		
Starting Time (Remember, there is a 12-hour fast associated with this screening):		Expected Number of Participants:
Signature:		Date:
Does your worksite have a <input type="checkbox"/> No Prevention Partners coordinator? <input type="checkbox"/> Yes — Name:		
<p>Mail or FAX completed form to:</p> <p>Prevention Partners Employee Insurance Program 1201 Main Street, Suite 830 Columbia, SC 29201</p> <p>Telephone: (803) 737-3820 FAX: (803) 737-0793</p>		

ORDER YOUR PREVENTION PARTNERS MATERIALS HERE!

All prices include South Carolina sales tax, and there are no shipping charges.

Item:	Quantity:	Price Each:	Total for Item:
Every Step Counts – Walking program that includes pedometer with carry bag and pocket-size instruction guide.		\$15.75	
Back on Track – Back pain and injury prevention program that includes manual, exercise video, dyna-band with instructions and workout towel.		\$10.50	
Tension Tamer – Stress-management program that includes manual, relaxation cassette, squeezable stress ball and stress dots.		\$10.50	
Self-Care Guide – Handy publication for home or office dealing with self care, general health care questions and when to see the doctor.		\$7.35	
Weight Management Software – Interactive 3-CD set for IBM-compatible computers: Weight Loss Planner, Menu Planner and Executive Diet Helper.		\$10.50	
Fast Food Guide – Pocket-size guide with information on cholesterol, sodium and other ingredient information from most major fast food chains.		\$1.58	
Low-Fat Cookbook – 82-page cookbook with a variety of delicious and healthy low-fat recipes, along with nutritional information for each recipe.		\$5.25	
Healthy Pursuit T-Shirt – Attractive, all-cotton t-shirt that is imprinted, front and back, with health questions and answers (M, L, XL, 2XL)	Size/Quantity:	\$7.35	

Enter Total for All Items Here: _____

Name:		Employer:	
Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone:		E-mail:

Make check payable to Employee Insurance Program. Sorry, no cash or purchase orders accepted.

Please mail check and entire order form to:

**Prevention Partners
Employee Insurance Program
1201 Main Street, Suite 830
Columbia, SC 29201**

Questions? Call **Prevention Partners** at 803-737-3820.

HANDY HEALTH INFORMATION RIGHT AT YOUR FINGERTIPS!

From slideguides to pocket pals to a stressometer, these handy pocket-sized items are a “must have” for quick, at-a-glance health information. Each item covers a different topic and gives you helpful information that’s easy to read and understand.

And what does this valuable information cost? Each slideguide is just 75¢! This price includes South Carolina sales tax, and there are no shipping charges.

ORDERING INFORMATION

Item:	Quantity:	Price Each:	Total for Item:
Lowering Your Cholesterol Slideguide		\$0.75	
Weight Control Made Easy Slideguide		\$0.75	
Walk for Fun, Fitness and Health Slideguide		\$0.75	
Low-Fat Food Finder Slideguide		\$0.75	
Exercise Away Your Fat Slideguide		\$0.75	
Emergency Care Slideguide		\$0.75	
Trimming the Fat Slideguide		\$0.75	
Personal Calorie & Fat Counter Pocket Pal		\$0.75	
The Stressometer		\$0.75	

Enter Total for All Items Here: _____

Name:		Employer:	
Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone:		E-mail:

Make check payable to Employee Insurance Program. Sorry, no cash or purchase orders accepted.

Please mail check and entire order form to:

**Prevention Partners
Employee Insurance Program
1201 Main Street, Suite 830
Columbia, SC 29201**

Questions? Call **Prevention Partners** at 803-737-3820.

HEALTH *for the* Holidays

Coordinator's Manual

Active Holidays Mean Healthy Holidays

Tips for fitting in fitness

Treat yourself to the gift of good health by staying active this holiday season. Exercise is a great way to relieve stress and enjoy a few holiday goodies without gaining weight. Here are some situations you may face, along with ideas for staying active.

Fitting in fitness—staying active when you're short on time

- Start your shopping trip with a brisk walk around the mall.
- Take a quick walk before heading to work.
- Turn on your favorite holiday music to add a little pep to your daily chores.
- Go for a 5-10 minute stroll over the noon hour.
- Take a 10-minute walk before dinner with a friend or loved one to discuss holiday plans.
- Hold a walking meeting.
- When shopping, park farther away from the entrance if it does not endanger your safety.
- Make it a priority.

A time for family and friends

- Play games with the kids at a nearby park.
- Take a family walk after dinner.
- Walk to the store for the few extra holiday recipe ingredients.
- Play charades instead of board games.
- Recruit family and friends for touch

football.

- Go caroling with friends to a local nursing home or in the community.
- Take the family ice-skating.
- Take a family walk before and/or after holiday meals.
- Arrange a family dance.
- Take a family walk to observe the neighborhood “parade of lights.”

Try something different

- Do a little of your shopping at a fitness equipment store.
- Ask each family member to use part of their gift budget to buy sports-related presents to develop a family fitness center.
- Create healthy versions of favorite holiday dishes.
- Include some type of exercise in your holiday party. For example, if your office is having a holiday party you may want to kick it off with an aerobics class.
- Form a *Health for the Holidays* group for support.

Fitness on the run

- Stay at hotels with exercise facilities.
- Drink a glass of water for each hour in flight.
- During layovers, put your carry-on in a locker, lace up your sneakers and walk around the terminal.
- Pack a jump rope.
- Take

along a workout video.

- Check out the local Y, a fitness club, or if you have a fitness center membership that is part of a national chain, check to see if you can attend other facilities while traveling.
- Indulge yourself with a massage, whirlpool or sauna at your hotel.
- Always pack healthy snacks to avoid overeating or selecting unhealthy food choices.
- Pack light weights and/or Dynaband exercise resistance bands.
- When traveling remember to pack at least one exercise outfit.

HEALTH *for the*
Holidays



There's a lot of competition for your time and energy during the holidays, so it may not be the best time to increase your activity level if you're already moderately active. But if you're not getting enough exercise or you just want to maintain, use these tips along with the *Health for the Holidays* program—it may be just what you need to end the year on a healthy high note.

'Tis the Season for Giving

Including the gift of good health to yourself

Gift-giving is much more than making a list, checking it twice and heading to the nearest mall. This long-standing tradition is a primary component of many cultures and is on almost everyone's mind at this time of year.

To enhance the gift giving experience:

Plan ahead.

Keep notes throughout the year on individual gift ideas. Avoid buying multiples of the same item—it's not a bargain if the gift isn't suited to several recipients.

Be creative.

Think about the person's interests and find a present that fits their personality and lifestyle.

Be more thoughtful than practical.

Give them something they want rather than something you think they need.

Be grateful.

Appreciate the thought and you'll appreciate the gift—whether you would have picked it for yourself or not.

Give of yourself.

Family and friends will remember your time and attention long after they've forgotten the annual holiday fruitcake. Also, consider giving time to a local charity or volunteer agency. If possible, pick an organization you can contribute to throughout the year.



Remember your neighbors.

Cookie exchanges are a great way to get to know your neighbors and build a sense of community around your home.

Contribute to your schools.

Even if you don't have children in school, it's a time of year when volunteers are welcomed even more than usual. And it's an opportunity to experience the joy of the season through the eyes of a child.

Don't forget your library.

Volunteer as a story-time reader. Donate used books or purchase books for the library as a memorial to a loved one.

Make a gift.

Homemade crafts, clothing, etc., show a personal investment that pays

off in good feelings throughout the year.

Give to yourself.

Paying bills is only part of the reason you work hard. Reward yourself liberally for your efforts. Take the same care in selecting gifts for yourself as you would for others. Think about what will add to your life, not just for the moment but for weeks or months to follow.

HEALTH for the Holidays

A gift that is always in season is the gift of good health. But the holidays present special challenges for maintaining an exercise routine, sensible diet and time for rest and relaxation. The *Health for the Holidays* program is a great way to start or continue giving you the gift of health. Throughout the six weeks of the program you'll have a chance to try new health activities that will build and reinforce good health habits and carry you into the new year.

Tips to Safer Shopping

Finding gifts is difficult enough without having to worry about theft or injury. Follow these tips for a safer shopping trip:

Automatic Teller Machines (ATMs)

- If you notice anything suspicious, use a different machine. If you have started your transaction, cancel it and leave immediately.
- Have your card ready and fill out all slips beforehand.
- Always pay close attention to your surroundings. If you notice someone standing around the ATM, either wait until the person leaves or go to another ATM that is in a safe location.
- Make sure that the ATM is in a well-lighted area.
- Keep all teller receipts. Do not throw away your transaction receipt into trash cans near the ATM. Many con artists may be able to retrieve valuable information from these slips.
- Always protect your PIN number. Never enter your PIN number if you feel someone is watching you or standing over your shoulders.

Payment

- Carry your money in your pocket rather than in a purse or wallet.
- Use personal checks, traveler's checks or a credit card rather than carry large amounts of cash.
- Never count your money in an open, public area. This would let potential robbers know how much cash you have.
- Never give out your credit card number without verifying the company or person is legitimate.

Parking Lots

- Put packages in the trunk rather than on a seat or out in the open. This may tempt potential thieves to break into your car.
- Shop during the day. If you have to shop in the evening, take someone along. Park close to the door and under a light. Always remember where you park.
- If leaving a shopping area at night, check with mall security to see if they would escort you to your car.
- When exiting a shopping center, observe your surroundings in the parking lot to spot potential safety threats.

Apparel

- Wear comfortable shoes and clothing.
- Avoid wearing expensive coats or jewelry.
- If the surface is icy or wet, consider wearing shoes that have plenty of traction.

Children

- Don't leave children unattended in a shopping cart.
- Take children into the store rather than leave them in the car—even if you're running in for just a minute.
- Develop a safety plan with your children in the event they become lost. Advise them to go to the shopping center's information desk or satellite police station and ask for assistance.

HEALTH *for the*
Holidays

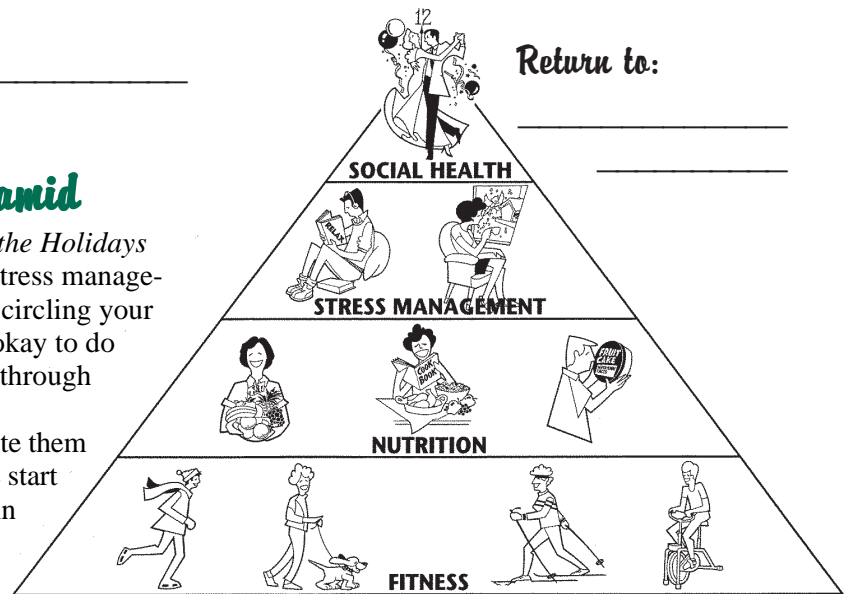
Name : _____

Return to: _____

Week 1 Building your Holiday Health Pyramid

Take a few minutes to plan your week of *Health for the Holidays* activities. Commit to four fitness, three nutrition, two stress management and one social health activity during the week by circling your choices below. Add your own activities to the list. It's okay to do more than the pyramid allows, but be certain to follow through with your plans to complete the pyramid.

Once you've selected your activities for the week, write them in your calendar or some place you'll be reminded at the start of each day. For each activity completed, shade an icon in the appropriate layer of *Holiday Health Pyramid*. **TIP:** Be specific about the details of your activity (time, place, partner, etc.) for even deeper commitment.



Fitness

- Walk as far and fast as I comfortably can before work, at lunch or after work.
- Perform vigorous yard or housework for 20 minutes or more.
- Visit a local park with hiking trails and go for a 30-minute hike.
- Do 15 minutes of stretching and calisthenics before bed.
-
-
-

Nutrition

- Eat two to four servings of fruit.
- Try a new vegetable.
- Try a low-fat recipe.
-
-
-

Stress Management

- Arrive at work an hour early to get organized.
- Start a savings account for major purchases instead of buying on credit.
- Perform a least-favorite task first thing in the morning.
- Make or order holiday dishes early in the week.
-
-
-

Social

- Start/update a family scrapbook.
- Send flowers to a friend or family member.
- Write a letter to parents or grandparents.
- Volunteer at a homeless shelter or nursing home.
- Share a laugh with friends or family members.
-
-
-

A Successful Start to the Holiday Season

For many, the month of November sets the tone for the entire holiday season. Travel, food, family, shopping, cooking and time for bowl games are just a few of the extras to manage this week. How you plan for and react to the change in routine can affect your outlook and your health—right through the new year.

You may have already made plans for the month, but before the holidays come and go, consider how you're going to maintain or improve your health habits through the holiday. For example, if staying overnight at a relative's house during the holidays causes a lot of stress, consider reserving a room at a local hotel. If that's not an option, resolve to go with the flow—realizing there will be some conflict, but after the weekend it won't matter anyway.

If overeating or eating too much high-fat/high-calorie treats is a concern, try some dishes from Prevention Partners Low-Fat Cookbook (order form on Page 13). Also, plan some exercise before and after meals to boost your metabolism.

Consider starting a new holiday tradition where you give some time or offer encouragement to others. It doesn't have to be a big investment, but something you can repeat throughout the year in your community with an elderly neighbor or through a local charity.

The *Holiday Health Pyramid* has four layers for you to consider because good health is more than just physical. Build the foundation for a happy, healthy holiday season by planning this week's health activities now and get started with at least two activities today.

Name: _____

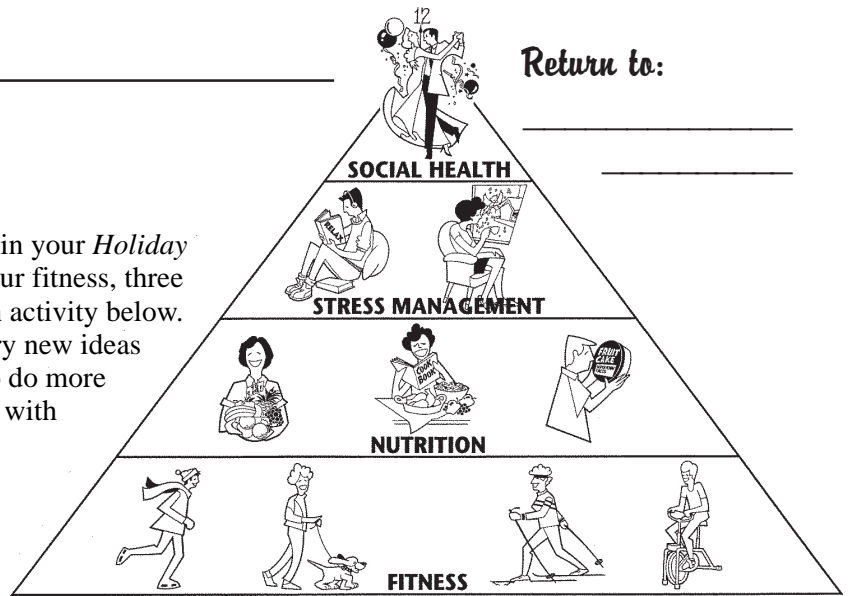
Return to: _____

Week 2

Maintaining Momentum

To avoid a post-Thanksgiving let-down, start filling in your *Holiday Health Pyramid* early this week. Select (or write in) four fitness, three nutrition, two stress management and one social health activity below. You can repeat activities you performed last week or try new ideas to keep it interesting and fresh. Remember, it's okay to do more than the pyramid allows, but be sure to follow through with your plans to complete the pyramid.

After selecting your activities, write them in your calendar or other places where you'll be reminded often. **TIP: Be flexible with your plans; if you need to adjust midweek, it's okay to substitute (but don't drop) different activities when your needs change.**



Fitness

- Plan a social fitness activity (volleyball, tennis, racquetball) one night this week.
- Set a goal to take the stairs instead of the elevator all week.
- Try exercising to a new aerobic or yoga video.
- Map out a new walking route in the neighborhood and go for it.
-
-
-

Nutrition

- Plan the next holiday meal using fat-free holiday recipes.
- Make a meal with vegetables as the main dish and meat as a side dish.
- Substitute applesauce for an equal amount of oil, margarine or butter in baking recipes.
- Include three to five vegetables in a day's food choices.
-
-
-

Stress Management

- Buy and listen to a relaxation tape.
- Try a new stress-relieving hobby like gardening or ceramics.
- Clean a closet or organize your kitchen.
- Make a family holiday to-do list; discuss how to divide it.
-
-
-

Social

- Do a nice thing for someone who won't know who did it (like paying the toll for the car behind you).
- Volunteer for a children's activity (like reading stories at the public library).
- Donate blood.
- Invite a neighbor for dinner.
-
-
-

Staying on Track for Holiday Health

If you made it through Thanksgiving without gaining weight, losing your cool with the relatives or overdosing on football games, chances are you are well on your way to a healthy holiday season. If you did slip in any area, realize it's just a slip—you're not doomed to repeat it for the next five weeks.

To build on your success (or get back on track) make some ambitious plans for early in the week. For example, commit to two fitness walks a day on Sunday, Monday and Tuesday as well as one or two nutrition activities a day before midweek. The early momentum will carry you through the week and give you a chance to try new activities by Friday or Saturday.

Consistency is the key to any behavior change. Whether you're trying to exercise more often, eat better or do a better job of managing the stress in your life, it's more likely to happen if you focus on actions that contribute to consistency. Here are some exercise ideas:

- Set aside the same time each day for fitness. That doesn't mean you have to jog 30 minutes every day, but do make it an automatic part of your day—even if it's just a 10 minute walk at lunch.
- Recruit a partner. Someone with your interests and abilities—a person you can depend on who can depend on you—will make a big difference in consistency.
- Focus on fun. If it is not fun, it is easy to drop the activity. Try lots of different fitness activities until you find a few you really enjoy.

Name: _____

Return to: _____

Week 3 Avoiding Attrition

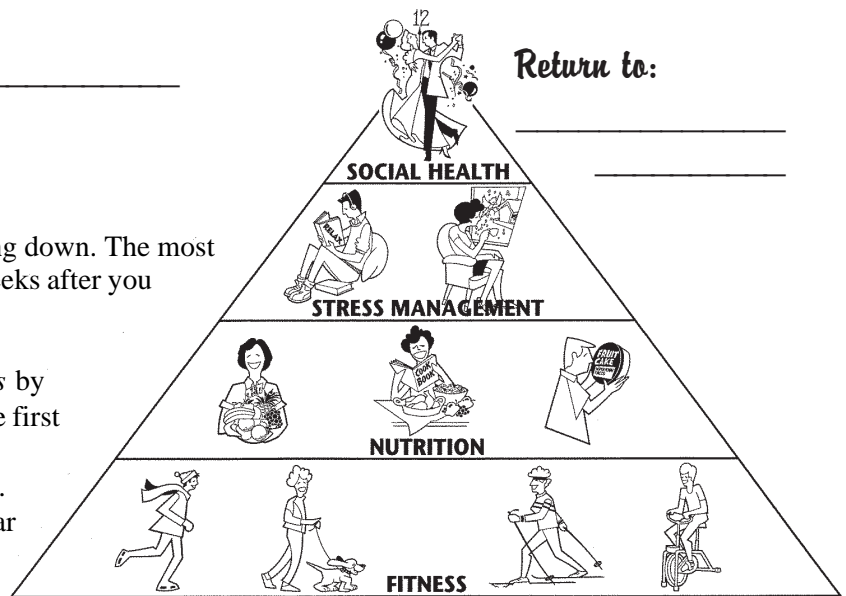
Attrition means going backwards or a gradual wearing down. The most likely time to slip back into old habits is two to three weeks after you start a new habit. Don't let it happen to you.

Renew your commitment to *Health for the Holidays* by outlining your activities for the week and performing the first one now. Use the list below or create your own fitness, nutrition, stress management and social health activities.

After selecting the activities, write them in your calendar or other place you'll see often throughout the day. **TIP:**

Plan extra health activities (but be realistic) so

you're sure to complete the pyramid without having to scramble toward the end of the week.



Fitness

- Build strength training into your day.
- Dust off a stored piece of home exercise equipment and either use it or sell it and buy a good pair of walking shoes.
- Stretch/perform calisthenics while watching TV.
- Power walk around the mall before shopping.
-
-
-

Nutrition

- Take a low-fat holiday treat to work.
- Plan for 30 grams of fiber in a day.
- Include at least two green vegetables in the day's food choices.
- Try a new, exotic fruit.
-
-

Stress Management

- Plan an activity after the holidays to avoid let-down.
- Set strict credit card spending limits—amounts you can pay in full within 30 days (or leave cards at home when you shop).
- Plan to eliminate or scale back on traditions that cause stress.
- Buy and read a book on getting organized.
-
-
-

Social

- Write a complimentary note to a teacher, principal, clergy, police officer or other public servant.
- Leave a holiday treat for the paper/postal carrier.
- Call old friends and wish them the best.
- Send a family photo to relatives and friends with a personal note attached.
-
-
-

Treat Yourself to a Second Helping of Health

During the holiday season we often go overboard with holiday treats, as everyone brings their favorite goodies to share at work. It's okay to enjoy the once-a-year festivities, but set some limits and goals for yourself:

- Cut portions in half or less.
- Limit sampling to once in the morning and once in the afternoon.
- Drink lots of water.
- Eat a lighter lunch if you snack in the morning.
- Go for a walk over the noon hour to burn some calories.
- Contribute a low-calorie dessert or some fresh vegetables to the treat table.
- Nibble on fresh fruit before rich desserts (if you must).

Office parties are another temptation that need not derail your *Health for the Holidays* program. Develop a buffet

strategy to get you through the line and the party feeling good about your health actions. Some ideas:

- Plan to exercise an hour or two before the party.
- Eat a vegetable, fruit or some whole-grain bread before you go to the party so you're not famished when you arrive.
- Try juice spritzers instead of alcoholic drinks, or switch to nonalcoholic drinks after one or two.
- Compliment the host on how delicious something looks and ask how it was made—then take a smaller portion if it sounds like it has lots of fat and calories.

Focus on conversation, not food, at holiday parties. And don't lose sleep if you overindulge. But do get up 20 minutes early to go for a walk and burn off some of the holiday party calories.

Name: _____

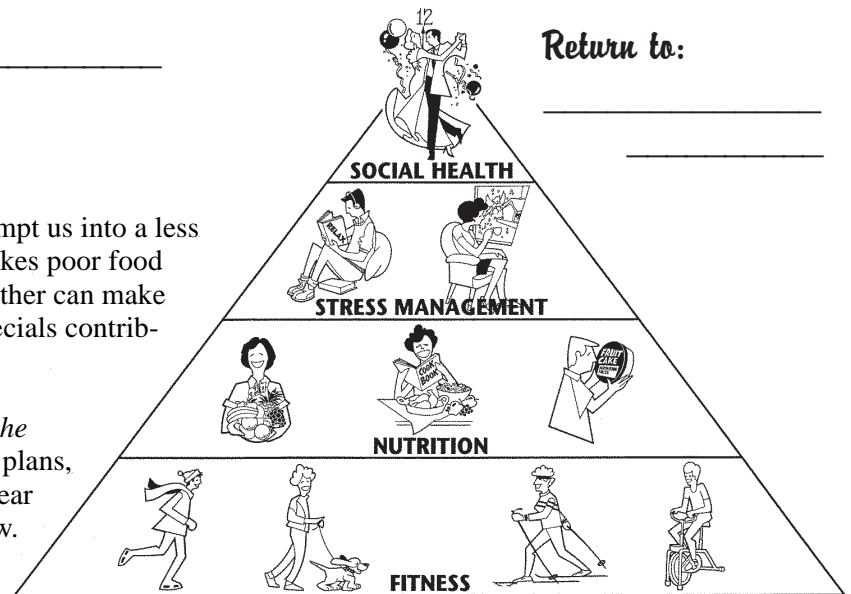
Return to: _____

Week 4 Taming Temptation

Many forces work together this time of year to tempt us into a less healthy routine. The abundance of holiday treats makes poor food choices easier. Fewer daylight hours and cooler weather can make exercise less appealing. And endless holiday TV specials contribute to too much tube watching.

It's a good thing you're committed to *Health for the Holidays*! As long as you follow through with your plans, you shouldn't have any problem reaching the new year in good health. Plan this week's health activities now.

TIP: Take time to celebrate health successes. If you've been consistent with exercise, for example, treat yourself to a new book or outfit.



Fitness

- Take a holiday walking tour to view neighborhood or city decorations.
- Go to an ice rink or roller-arena.
- Visit a fitness center or health club for a trial workout.
- Park your car a few blocks from work and walk the rest of the way.
-
-
-

Nutrition

- Plan for a piece of fruit and vegetable at each meal.
- Bring bite-size shredded wheat to work for a snack.
- Eliminate caffeine for a day.
- Try a new pasta dish with low-fat or no-fat sauce.
-
-
-

Stress Management

- Videotape late TV programs so you can get to bed earlier.
- Outline a family budget.
- Start a new savings account for vacations or other special activities.
- Get a massage.
-
-
-

Social

- Brainstorm ways you can help your community, family members or coworkers.
- Host a dinner party.
- Join a recreation league.
- Attend a holiday concert.
-
-
-

Special Consideration for a Special Time of Year

The end of the year is a time to reflect on the past and plan for the future. For many, it's a rare moment to consider life's purpose and direction. Am I living the life I want? Am I happy, fulfilled? Does the future hold as much promise or more than it did last year? Five years ago? When I graduated?

The new year offers another chance, greater opportunities and more possibilities. Taking advantage of a promising new year requires you to be at your best—physically, mentally and emotionally. That means taking care of yourself.

With today's hectic lifestyles, it's easy to let personal care slide. Work, family and community commitments all

tug at our time and siphon off energy. Personal renewal sometimes gets short changed.

That's why it's important to follow through with the commitment you're making in *Health for the Holidays*—not just through the first week in January, but throughout the year. It's a simple, effective way to make sure you take time for yourself so you're ready for the new year.

Finally, be aware that you're not an island. Your happiness and fulfillment depend, in part, on those around you—family, friends, coworkers. Take the time to share your goals and plans with those who care about you. Seek their support and give yours in return for the best chance at a successful new year.

Name: _____

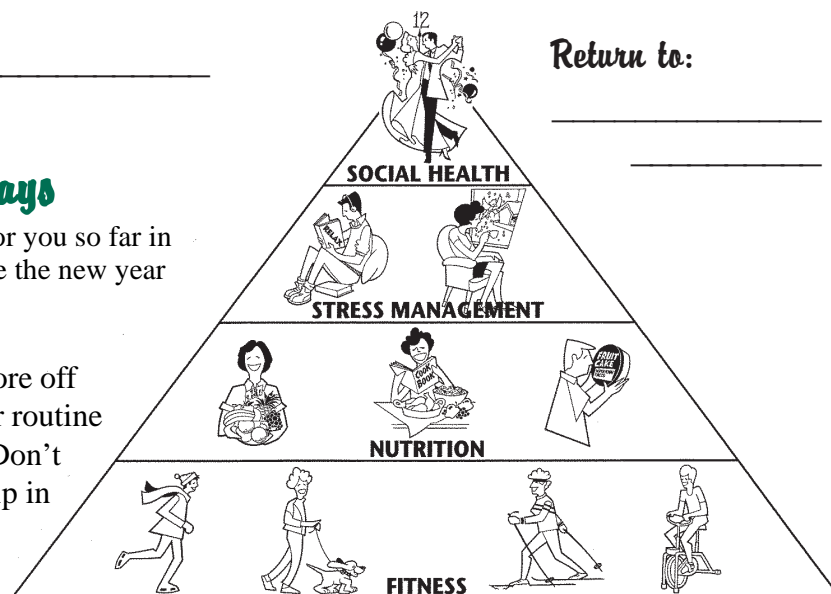
Return to: _____

Week 5

Sailing Through Stressful Holidays

Congratulations! If you stick to what's worked for you so far in *Health for the Holidays*, you should be ready to face the new year with confidence.

Chances are you're taking at least one day or more off from work this week. And the disruption in your routine could cause you to lose step with the program. Don't let it. Plan your week's health activities now. Slip in a few extra health actions early in the week in case you get side-tracked later on. **TIP: Early morning can be the best time to fit in fitness—before the day's demands steal your time and energy.**



Fitness

- Schedule four mini-workouts today—5-10 minutes of brisk exercise between meetings, errands, chores.
- Visit a sporting goods store and try out the home exercise equipment for 10 minutes or more (you will get in a quick workout, but ask for assistance to make sure you are using the equipment correctly).
- Take a child swimming or ice skating—it's a great gift for you and them.
- Invite a neighbor for a walk.
-
-

Nutrition

- Use a breadmaker for fresh, whole-grain bread every morning.
- Eat one cruciferous vegetable (broccoli, cabbage, cauliflower, Brussels sprouts) each day for its cancer-fighting potential.
- Track your food choices for 24 hours.
- Schedule a consultation with a registered dietitian.
-
-

Stress Management

- Clean out shelves and drawers—toss or donate unwanted items to charity.
- Review your retirement plans with a certified financial planner.
- Take a hot bath by candlelight ... and relax.
- Avoid family tug-of-wars during the holidays—plan time before or after with relatives and build your own traditions at home.
-
-

Social

- Organize a breakfast book club.
- Plan regular family meetings.
- Start a family breakfast ritual.
- Make peace with someone you've had differences with.
-
-

Health Habits During the Busiest Week of the Year

Whether or not you celebrate Christmas, the last week of December is often the most challenging for maintaining good health habits. End-of-the-year work projects, last-minute shopping and holiday travel are just a few activities that get you out of your routine. And when your routine changes, your health habits can suffer too.

Too much rich food or a week without exercise won't set you back permanently. But why take a step backward when staying where you're at is so simple? Try this:

- Accept you're not going to set new records on your morning jog this week—consider just getting out a couple of times a victory.
- Expect to have a few slip-ups in the “I ate too much ...”

category, but know that it's temporary.

- Think about years past and the patterns that resulted in stress, overeating, inactivity—then set about changing the routine so it's less likely to happen this year.
- Ask for help with cooking, cleaning, etc., before you're in the middle of festivities.
- Focus on the real meaning of the holiday, the joy of family and friends and the spirit of the season.

Invest in your own good health during this busiest week of the year by following through with your *Health for the Holidays* commitment. You're more likely to enjoy your holiday and the company of family and friends if you do.

Name: _____

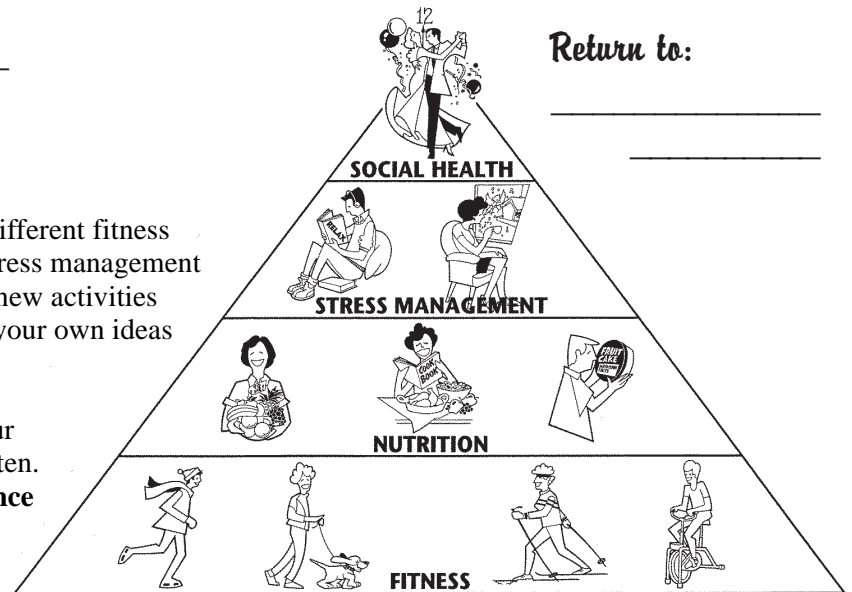
Return to: _____

Week 6 Regular Renewal

The new year is a great time to experiment with different fitness activities and healthy food choices as well as new stress management and social health ideas. Consider trying completely new activities this week. Pick from our suggestions or brainstorm your own ideas to keep your health habits fresh.

After you make your selections, write them in your calendar or other place where you'll be reminded often.

TIP: Strive for pure enjoyment for a greater chance of sticking with new health activities.



Fitness

- Try a new fitness pursuit like roller-blading.
- Invite a new exercise partner to join you.
- Sign up for some personal training sessions to start the new year.
- Visit sporting goods stores for after-Christmas bargains.
-
-

Nutrition

- Write a simple nutrition resolution you can commit to.
- Plan a healthy lineup of snacks for watching bowl games.
- Outline a strategy for controlling your food and alcohol intake at New Year's Eve parties.
- Make a New Year's Day dessert that's fat-free.
-
-

Stress Management

- Block out an hour a week on your calendar to relax over the next six weeks.
- Organize a messy room, garage, basement, shed.
- Buy or check out a book or tape on progressive relaxation.
- Play with a pet.
-
-

Social

- Volunteer at a shelter.
- Invite friends over to watch bowl games (or decide not to watch them).
- Start a New Year's Day family tradition.
- Invite a single neighbor to dinner.
-
-

A Fresh Start to a Healthy New Year

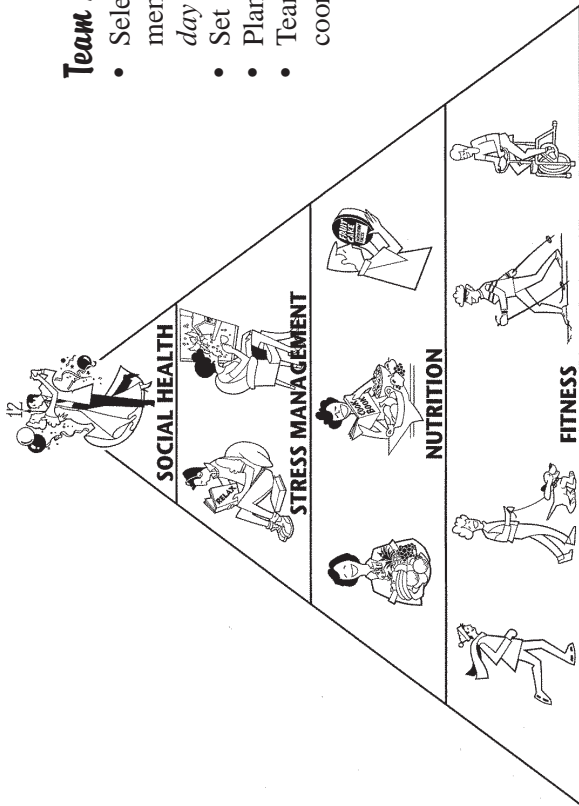
The new year. Where did the time go? It feels like each new year flies by faster than the previous one. Every week seems to get more packed with work, family and social commitments. And the holiday rush intensifies the feeling of being cramped for time.

We hope your participation in *Health for the Holidays* has helped you slow down a little, evaluate what you're doing to maintain good health and begin taking steps to improve your health habits. If you're not quite where you want to be, don't despair; January 1 is another chance to start anew.

To help you get back or stay on track with the health habits you've been practicing during the last five weeks,

keep these points in mind:

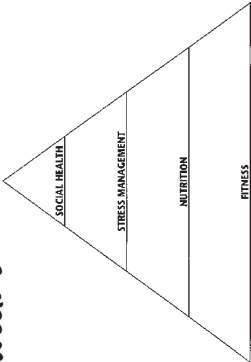
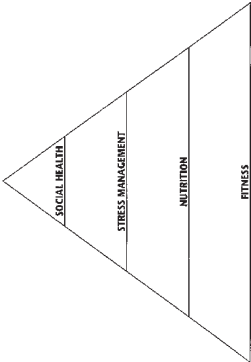
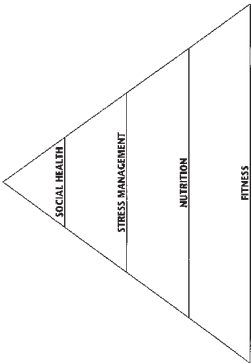
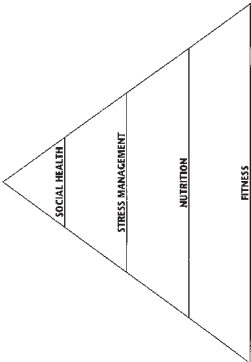
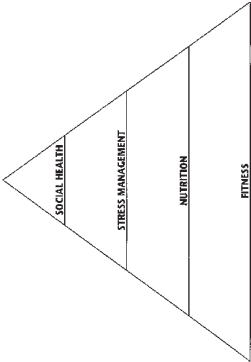
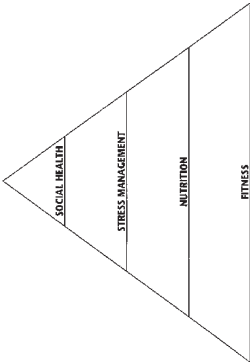
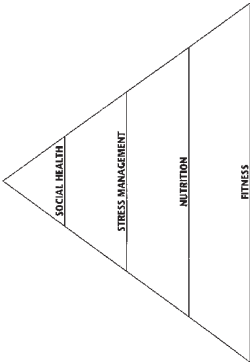
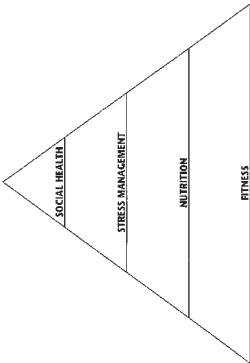
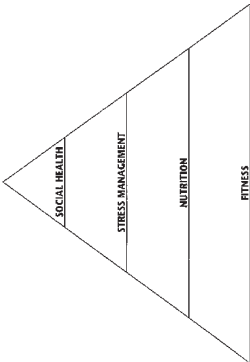
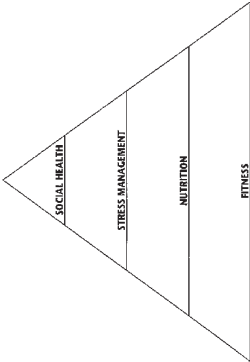
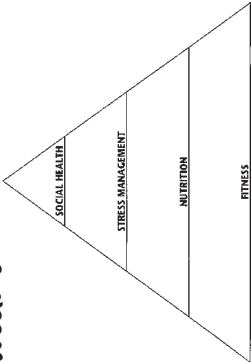
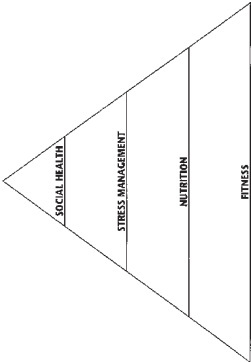
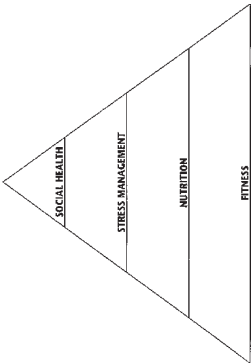
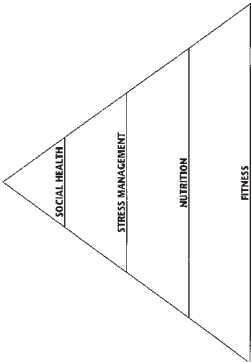
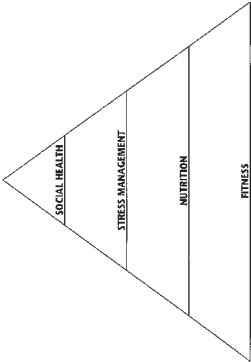
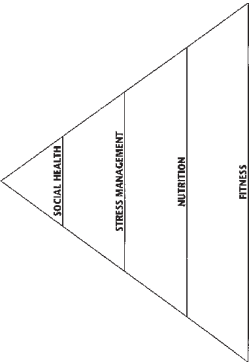
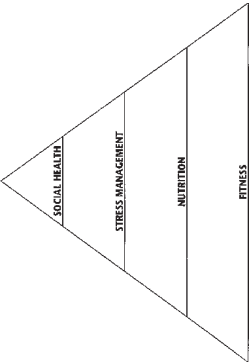
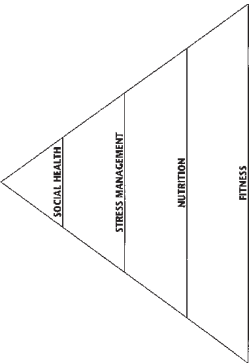
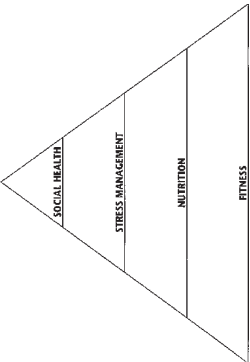
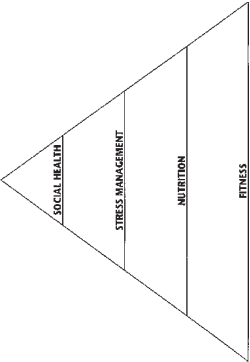
- Bite off what you can chew. Set realistic daily goals and build on them. Rome wasn't built in a day, and decades of unhealthy habits can't be reversed in a few weeks.
- Stretch your comfort zone. Whether it's exercise, food choices or social activities, explore the edge of where it feels comfortable, then push a little beyond—not to the point where you're uncomfortable, but to where it feels a bit of a challenge.
- Record your progress. Keep a simple diary or chart of progress toward your goals. Track the process and how you feel, not just the results.
- Reward yourself. When you reach milestones, splurge a little by buying a new outfit, taking an afternoon off to play or sending flowers to a friend. Enjoy your moments.



Team Log

- Select a team leader to collect team members' weekly logs. The team leader will record each member's accomplishments below by placing a mark in the corresponding layer of the *Holiday Health Pyramid*.
- Set a team goal in addition to the individual goals of each participant.
- Plan at least one activity a week together, such as a team walk or healthy holiday lunch.
- Team leader: Return the Holiday Health Team log form to your *Health for the Holidays* coordinator.

Team Leader	Team Member	Team Member	Team Member	Team Member
<p>Week 1</p>				
<p>Week 2</p>				

	Team Leader	Team Member	Team Member	Team Member	Team Member
Week 3					
Week 4					
Week 5					
Week 6					

HEALTH *for the* Holidays

Participant's Manual

Active Holidays Mean Healthy Holidays

Tips for fitting in fitness

Treat yourself to the gift of good health by staying active this holiday season. Exercise is a great way to relieve stress and enjoy a few holiday goodies without gaining weight. Here are some situations you may face, along with ideas for staying active.

Fitting in fitness—staying active when you're short on time

- Start your shopping trip with a brisk walk around the mall.
- Take a quick walk before heading to work.
- Turn on your favorite holiday music to add a little pep to your daily chores.
- Go for a 5-10 minute stroll over the noon hour.
- Take a 10-minute walk before dinner with a friend or loved one to discuss holiday plans.
- Hold a walking meeting.
- When shopping, park farther away from the entrance if it does not endanger your safety.
- Make it a priority.

A time for family and friends

- Play games with the kids at a nearby park.
- Take a family walk after dinner.
- Walk to the store for the few extra holiday recipe ingredients.
- Play charades instead of board games.
- Recruit family and friends for touch

football.

- Go caroling with friends to a local nursing home or in the community.
- Take the family ice-skating.
- Take a family walk before and/or after holiday meals.
- Arrange a family dance.
- Take a family walk to observe the neighborhood “parade of lights.”

Try something different

- Do a little of your shopping at a fitness equipment store.
- Ask each family member to use part of their gift budget to buy sports-related presents to develop a family fitness center.
- Create healthy versions of favorite holiday dishes.
- Include some type of exercise in your holiday party. For example, if your office is having a holiday party you may want to kick it off with an aerobics class.
- Form a *Health for the Holidays* group for support.

Fitness on the run

- Stay at hotels with exercise facilities.
- Drink a glass of water for each hour in flight.
- During layovers, put your carry-on in a locker, lace up your sneakers and walk around the terminal.
- Pack a jump rope.
- Take

along a workout video.

- Check out the local Y, a fitness club, or if you have a fitness center membership that is part of a national chain, check to see if you can attend other facilities while traveling.
- Indulge yourself with a massage, whirlpool or sauna at your hotel.
- Always pack healthy snacks to avoid overeating or selecting unhealthy food choices.
- Pack light weights and/or Dynaband exercise resistance bands.
- When traveling remember to pack at least one exercise outfit.

HEALTH *for the*
Holidays



There's a lot of competition for your time and energy during the holidays, so it may not be the best time to increase your activity level if you're already moderately active. But if you're not getting enough exercise or you just want to maintain, use these tips along with the *Health for the Holidays* program—it may be just what you need to end the year on a healthy high note.

'Tis the Season for Giving

Including the gift of good health to yourself

Gift-giving is much more than making a list, checking it twice and heading to the nearest mall. This long-standing tradition is a primary component of many cultures and is on almost everyone's mind at this time of year.

To enhance the gift giving experience:

Plan ahead.

Keep notes throughout the year on individual gift ideas. Avoid buying multiples of the same item—it's not a bargain if the gift isn't suited to several recipients.

Be creative.

Think about the person's interests and find a present that fits his/her personality and lifestyle.

Be more thoughtful than practical.

Give them something they want rather than something you think they need.

Be grateful.

Appreciate the thought and you'll appreciate the gift—whether you would have picked it for yourself or not.

Give of yourself.

Family and friends will remember your time and attention long after they've forgotten the annual holiday fruitcake. Also, consider giving time to a local charity or volunteer agency. If possible, pick an organization you can contribute to throughout the year.



Remember your neighbors.

Cookie exchanges are a great way to get to know your neighbors and build a sense of community around your home.

Contribute to your schools.

Even if you don't have children in school, it's a time of year when volunteers are welcomed even more than usual. And it's an opportunity to experience the joy of the season through the eyes of a child.

Don't forget your library.

Volunteer as a story-time reader. Donate used books or purchase books for the library as a memorial to a loved one.

Make a gift.

Homemade crafts, clothing, etc., show a personal investment that pays

off in good feelings throughout the year.

Give to yourself.

Paying bills is only part of the reason you work hard. Reward yourself liberally for your efforts. Take the same care in selecting gifts for yourself as you would for others. Think about what will add to your life, not just for the moment but for weeks or months to follow.

HEALTH for the Holidays

A gift that is always in season is the gift of good health. But the holidays present special challenges for maintaining an exercise routine, sensible diet and time for rest and relaxation. The *Health for the Holidays* program is a great way to start or continue giving you the gift of health. Throughout the six weeks of the program you'll have a chance to try new health activities that will build and reinforce good health habits and carry you into the new year.

Tips to Safer Shopping

Finding gifts is difficult enough without having to worry about theft or injury. Follow these tips for a safer shopping trip:

Automatic Teller Machines (ATMs)

- If you notice anything suspicious, use a different machine. If you have started your transaction, cancel it and leave immediately.
- Have your card ready and fill out all slips beforehand.
- Always pay close attention to your surroundings. If you notice someone standing around the ATM, either wait until the person leaves or go to another ATM that is in a safe location.
- Make sure that the ATM is in a well-lighted area.
- Keep all teller receipts. Do not throw away your transaction receipt into trash cans near the ATM. Many con artists may be able to retrieve valuable information from these slips.
- Always protect your PIN number. Never enter your PIN number if you feel someone is watching you or standing over your shoulders.

Payment

- Carry your money in your pocket rather than in a purse or wallet.
- Use personal checks, traveler's checks or a credit card rather than carry large amounts of cash.
- Never count your money in an open, public area. This would let potential robbers know how much cash you have.
- Never give out your credit card number without verifying the company or person is legitimate.

Parking Lots

- Put packages in the trunk rather than on a seat or out in the open. This may tempt potential thieves to break into your car.
- Shop during the day. If you have to shop in the evening, take someone along. Park close to the door and under a light. Always remember where you park.
- If leaving a shopping area at night, check with mall security to see if they would escort you to your car.
- When exiting a shopping center, observe your surroundings in the parking lot to spot potential safety threats.

Apparel

- Wear comfortable shoes and clothing.
- Avoid wearing expensive coats or jewelry.
- If the surface is icy or wet, consider wearing shoes that have plenty of traction.

Children

- Don't leave children unattended in a shopping cart.
- Take children into the store rather than leave them in the car—even if you're running in for just a minute.
- Develop a safety plan with your children in the event they become lost. Advise them to go to the shopping center's information desk or satellite police station and ask for assistance.

HEALTH *for the*
Holidays

Name: _____

Return to: _____

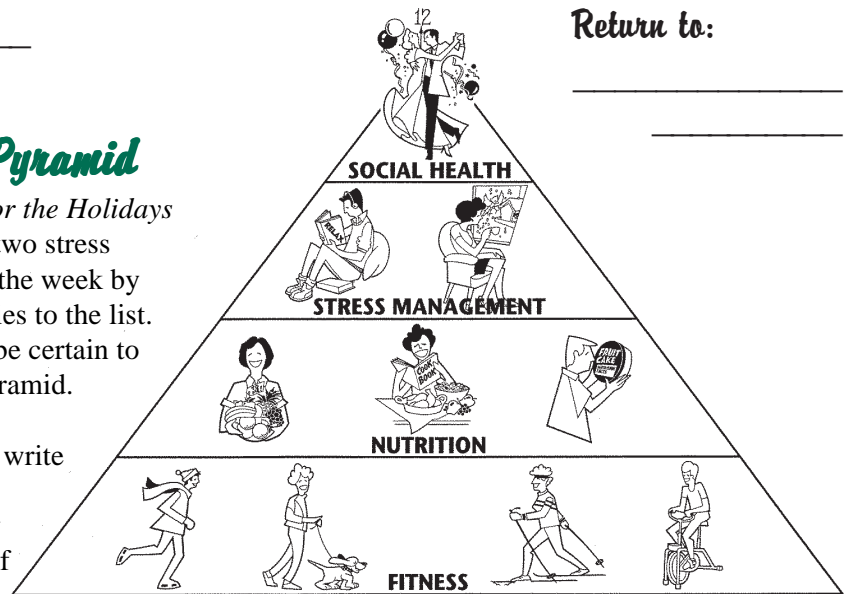
Week 1

Building your Holiday Health Pyramid

Take a few minutes to plan your week of *Health for the Holidays* activities. Commit to four fitness, three nutrition, two stress management and one social health activity during the week by circling your choices below. Add your own activities to the list. It's okay to do more than the pyramid allows, but be certain to follow through with your plans to complete the pyramid.

Once you've selected your activities for the week, write them in your calendar or some place you'll be reminded at the start of each day. For each activity completed shade an icon in the appropriate layer of *Holiday Health Pyramid*.

TIP: Be specific about the details of your activity (time, place, partner, etc.) for even deeper commitment.



Fitness

Stress Management

Nutrition

Social

A Successful Start to the Holiday Season

For many, Thanksgiving week sets the tone for the entire holiday season. Travel, food, family, shopping, cooking and time for bowl games are just a few of the extras to manage this week. How you plan for and react to the change in routine can affect your outlook and your health—right through the new year.

You may have already made plans for the week, but before the holidays come and go, consider how you're going to maintain or improve your health habits through the holiday. For example, if staying overnight at a relative's house during the holiday causes a lot of stress, consider reserving a room at a local hotel. If that's not an option, resolve to go with the flow—realizing there will be some conflict, but after the weekend, it won't matter anyway.

If overeating or eating too much high-fat/high-calorie treats is a concern, try some dishes from the Prevention Partners Low-Fat Cookbook (order form on Page 40). And plan some exercise before and after meals to boost your metabolism.

Consider starting a new holiday tradition where you give some time or offer encouragement to others. It doesn't have to be a big investment, but something you can repeat throughout the year in your community, with an elderly neighbor or through a local charity.

The Holiday Health Pyramid has four layers for you to consider because good health is more than just physical. Build the foundation for a happy, healthy holiday season by planning this week's health activities now and get started with at least two activities today.

Name: _____

Return to: _____

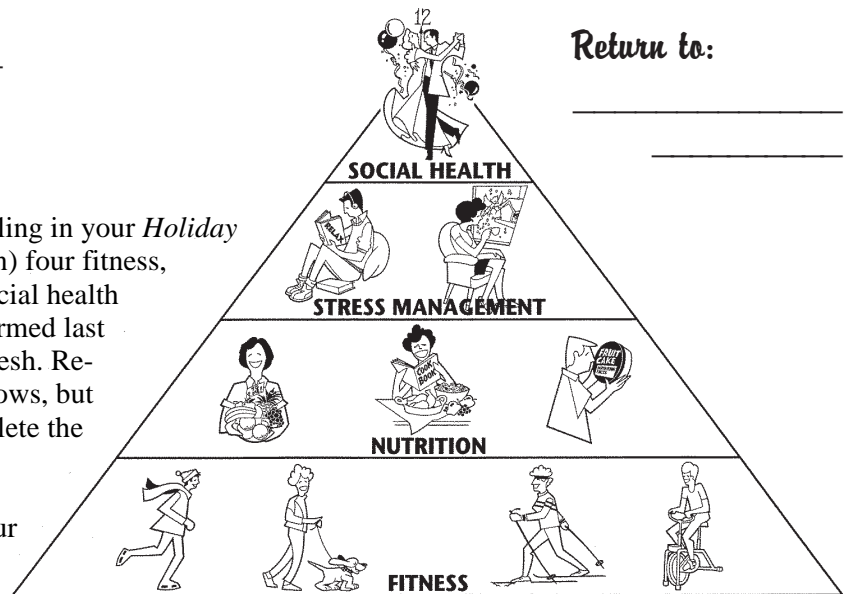
Week 2

Maintaining Momentum

To avoid a post-Thanksgiving let-down, start filling in your *Holiday Health Pyramid* early this week. Select (or write in) four fitness, three nutrition, two stress management and one social health activity below. You can repeat activities you performed last week, or try new ideas to keep it interesting and fresh. Remember, it's okay to do more than the pyramid allows, but be sure to follow through with your plans to complete the pyramid.

After selecting your activities, write them in your calendar or another place where you'll be reminded often.

TIP: Be flexible with your plans. If you need to adjust midweek, it's okay to substitute (but don't drop) different activities when your needs change.



Fitness

Stress Management

Nutrition

Social

Staying on Track for Holiday Health

If you made it through Thanksgiving without gaining weight, losing your cool with relatives or overdosing on football games, chances are you're well on your way to a healthy holiday season. If you did slip in any area, realize it's just a slip—you're not doomed to repeat it for the next five weeks.

To build on your success (or get back on track), make some ambitious plans for early in the week. For example, commit to two fitness walks a day on Sunday, Monday and Tuesday as well as one or two nutrition activities a day before midweek. The early momentum will carry you through the week and give you a chance to try new activities by Friday or Saturday.

Consistency is the key to any behavior change. Whether you're trying to exercise more often, eat better or do a

better job of managing the stress in your life, it's more likely to happen if you focus on actions that contribute to consistency. Here are some exercise ideas:

- Set aside the same time each day for fitness. That doesn't mean you have to jog 30 minutes every day, but do make it an automatic part of your day—even if it's just a 10 minute walk at lunch.
- Recruit a partner. Someone with your interests and abilities—a person you can depend on who can depend on you—will make a big difference in consistency.
- Focus on fun. If it's not fun, it's easy to drop the activity. Try lots of different fitness activities until you find a few you really enjoy.

Name: _____

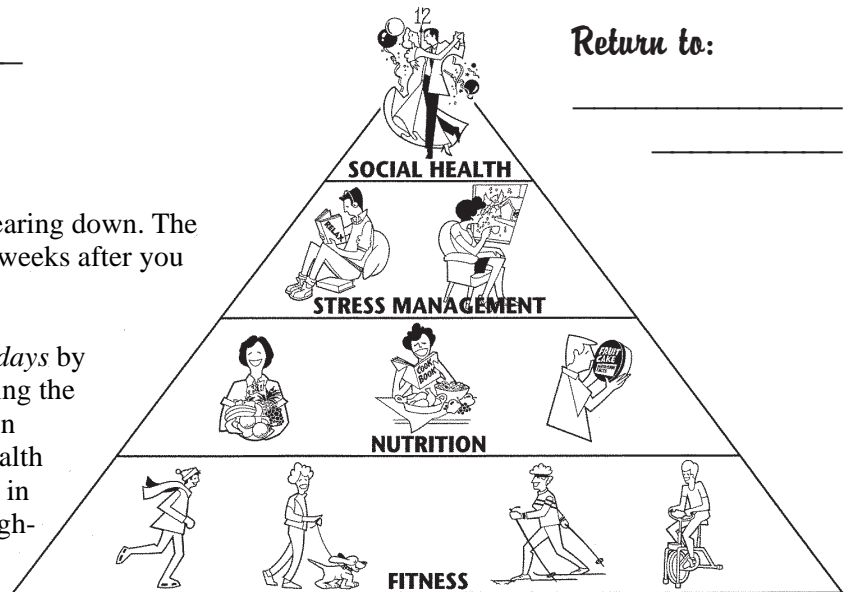
Return to: _____

Week 3 Avoiding Attrition

Attrition means going backward or a gradual wearing down. The most likely time to slip back into old habits is 2-3 weeks after you start a new habit. Don't let it happen to you.

Renew your commitment to *Health for the Holidays* by outlining your activities for the week and performing the first one now. Use the list below or create your own fitness, nutrition, stress management and social health activities. After selecting the activities, write them in your calendar or other place you'll see often throughout the day.

TIP: Plan extra health activities (but be realistic) so you're sure to complete the pyramid without having to scramble toward the end of the week.



Fitness

Stress Management

Nutrition

Social

Treat Yourself to a Second Helping of Health

During the holiday season we often go overboard with holiday treats, as everyone brings their favorite goodies to share at work. It's okay to enjoy the once-a-year festivities, but set some limits and goals for yourself:

- Cut portions in half or less.
- Limit sampling to once in the morning and once in the afternoon.
- Drink lots of water.
- Eat a lighter lunch if you snack in the morning.
- Go for a walk over the noon hour to burn some calories.
- Contribute a low-calorie dessert or some fresh vegetables to the treat table.
- Nibble on fresh fruit before rich desserts (if you must).

Office parties are another temptation that needn't derail your *Health for the Holidays* program. Develop a buffet

strategy to get you through the line and the party feeling good about your health actions. Some ideas:

- Plan to exercise an hour or two before the party.
- Eat a vegetable, fruit or some whole-grain bread before you go to the party so you're not famished when you arrive.
- Select salads and bread first.
- Try juice spritzers instead of alcoholic drinks or switch to nonalcoholic drinks after one or two.
- Compliment the host on how delicious something looks and ask how it was made—then take a smaller portion if it sounds like it has lots of fat and calories.

Focus on conversation, not food, at holiday parties. And don't lose sleep if you overindulge. But do get up 20 minutes early to go for a walk and burn off some of the holiday party calories.

Name: _____

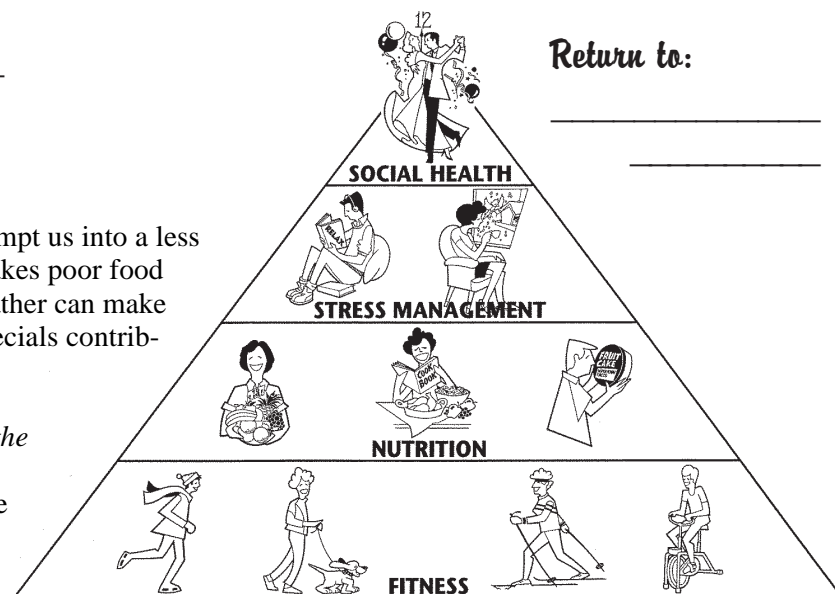
Return to: _____

Week 4 Taming Temptation

Many forces work together this time of year to tempt us into a less healthy routine. The abundance of holiday treats makes poor food choices easier. Fewer daylight hours and cooler weather can make exercise less appealing. And endless holiday TV specials contribute to too much tube watching.

It's a good thing you're committed to *Health for the Holidays*! As long as you follow through with your plans, you shouldn't have any problems reaching the new year in good health style. Plan this week's health activities now.

TIP: Take time to celebrate health successes. If you've been consistent with exercise, for example, treat yourself to a new book or outfit.



Fitness

Stress Management

Nutrition

Social

Special Consideration for a Special Time of Year

The end of the year is a time to reflect on the past and plan for the future. For many, it's a rare moment to consider life's purpose and direction. Am I living the life I want? Am I happy, fulfilled? Does the future hold as much promise or more than it did last year? Five years ago? When I graduated?

The new year offers another chance, greater opportunities and more possibilities. Taking advantage of a promising new year requires you to be at your best—physically, mentally and emotionally. That means taking care of yourself.

With today's hectic lifestyles, it's easy to let personal care slide. Work, family and community commitments all

tug at our time and siphon off energy. Personal renewal sometimes gets short changed.

That's why it's important to follow through with the commitment you're making in *Health for the Holidays*—not just through the first week in January, but throughout the year. It's a simple, effective way to make sure you take time for yourself so you're ready for the new year.

Finally, be aware that you're not an island. Your happiness and fulfillment depend, in part on those around you—family, friends, coworkers. Take the time to share your goals and plans with those who care about you. Seek their support and give yours in return for the best chance at a successful new year.

Name: _____

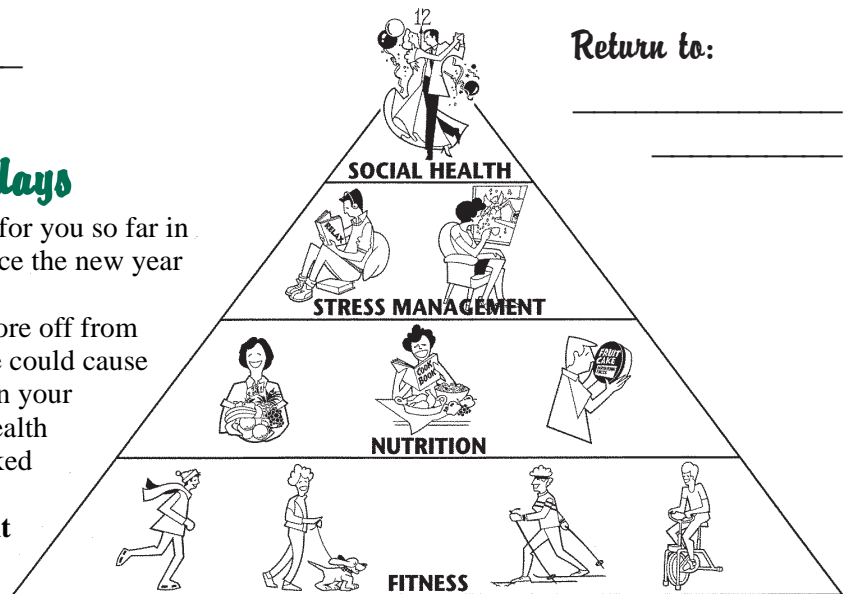
Return to: _____

Week 5 Sailing Through Stressful Holidays

Congratulations! If you stick to what's worked for you so far in *Health for the Holidays*, you should be ready to face the new year with confidence.

Chances are you're taking at least one day or more off from work this week. And the disruption in your routine could cause you to lose step with the program. Don't let it. Plan your week's health activities now. Slip in a few extra health actions early in the week in case you get side-tracked later on.

TIP: Early morning can be the best time to fit in fitness—before the day's demands steal your time and energy.



Fitness

Stress Management

Nutrition

Social

Health Habits During the Busiest Week of the Year

Whether or not you celebrate Christmas, the last week of December is often the most challenging for maintaining good health habits. End-of-the-year work projects, last-minute shopping and holiday travel are just a few activities that get you out of your routine. And when your routine changes, your health habits can suffer too.

Too much rich food or a week without exercise won't set you back permanently. Why take a step backward when staying where you're at is so simple? Try this:

- Accept you're not going to set new records on your morning jog this week—consider just getting out a couple of times a victory.

- Expect to have a few slip-ups in the “I ate too much...” category, but know that it's temporary.
- Think about years past and the patterns that resulted in stress, overeating, inactivity—then set about changing the routine so it's less likely to happen this year.
- Ask for help with cooking, cleaning, etc., before you're in the middle of festivities.
- Focus on the real meaning of the holiday, the joy of family and friends and the spirit of the season.

Invest in your own good health during this busiest week of the year by following through with your *Health for the Holidays* commitment. You're more likely to enjoy your holiday and the company of family and friends if you do.

Name: _____

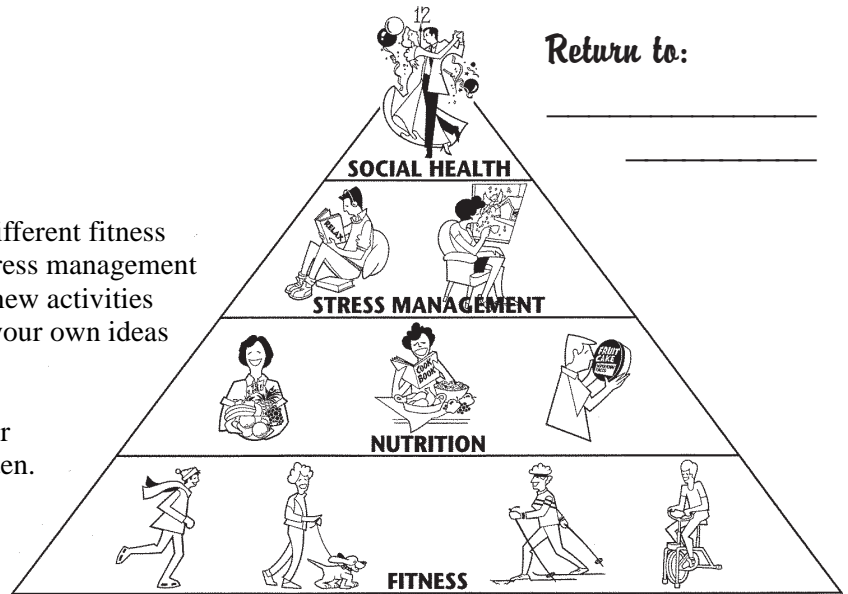
Return to: _____

Week 6 Regular Renewal

The new year is a great time to experiment with different fitness activities and healthy food choices as well as new stress management and social health ideas. Consider trying completely new activities this week. Pick from our suggestions or brainstorm your own ideas to keep your health habits fresh.

After you make your selections, write them in your calendar or other place where you'll be reminded often.

TIP: Strive for pure enjoyment for a greater chance of sticking with new health activities.



Fitness

Stress Management

Nutrition

Social

A Fresh Start to a Healthy New Year

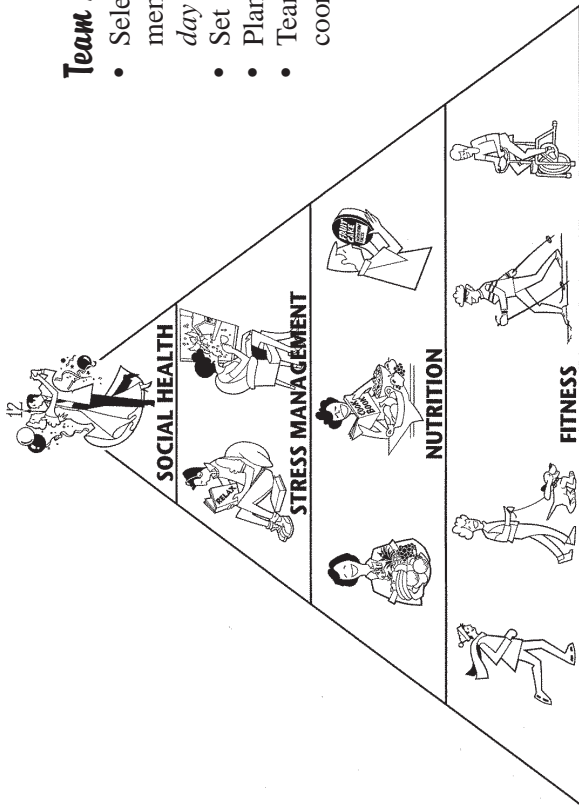
The new year. Where did the time go? It feels like each new year flies by faster than the previous one. Every week seems to get more packed with work, family and social commitments. And the holiday rush intensifies the feeling of being cramped for time.

We hope your participation in *Health for the Holidays* has helped you slow down a little, evaluate what you're doing to maintain good health and begin taking steps to improve your health habits. If you're not quite where you want to be, don't despair; January 1 is another chance to start anew.

To help you get back or stay on track with the health habits you've been practicing the last five weeks, keep

these points in mind:

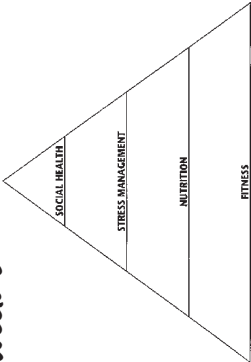
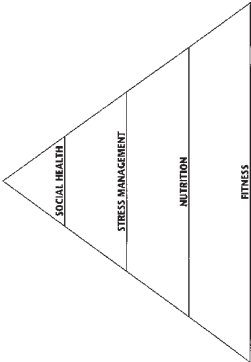
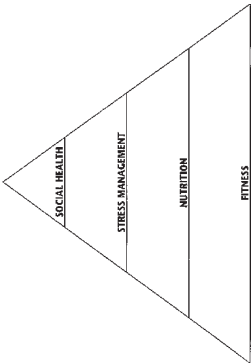
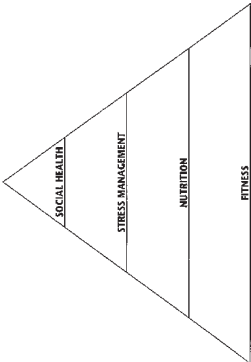
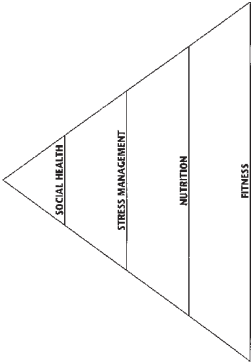
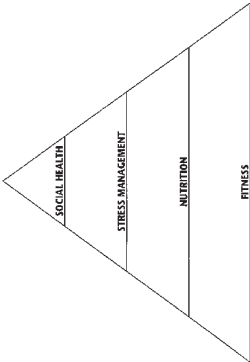
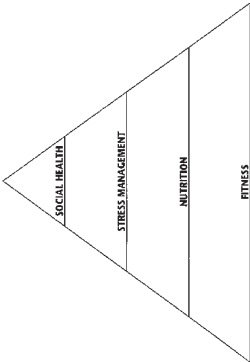
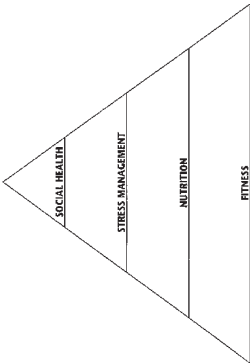
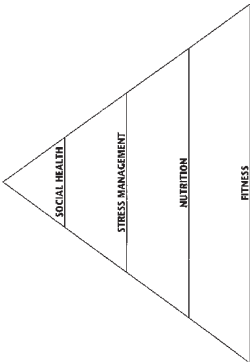
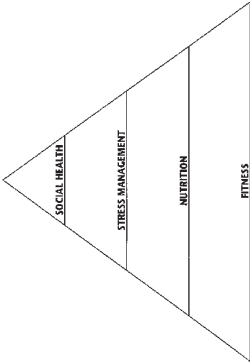
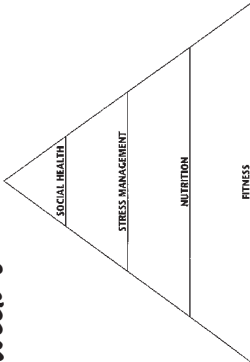
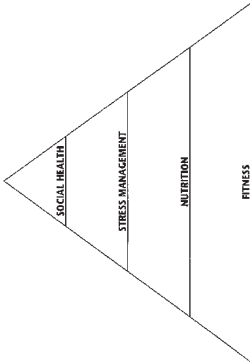
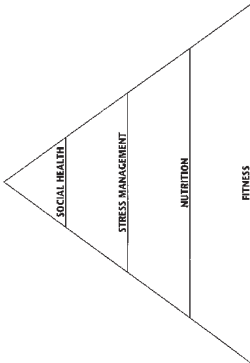
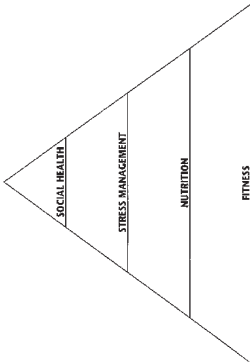
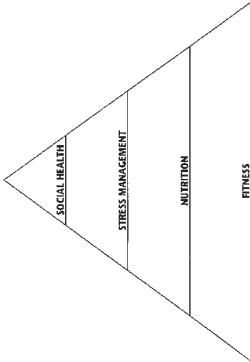
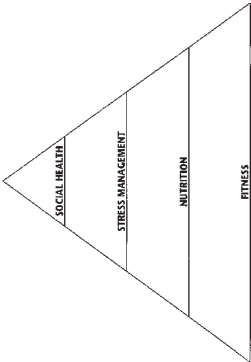
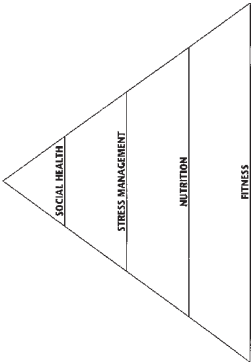
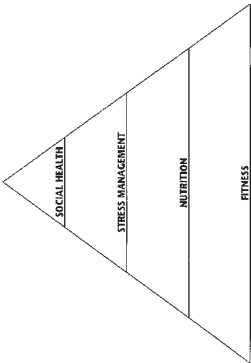
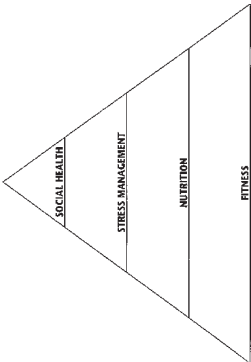
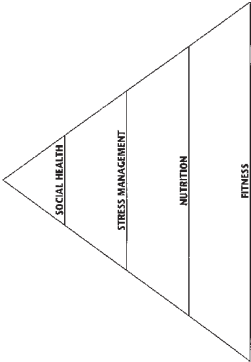
- Bite off what you can chew. Set realistic daily goals and build on them. Rome wasn't built in a day, and decades of unhealthy habits can't be reversed in a few weeks.
- Stretch your comfort zone. Whether it's exercise, food choices or social activities explore the edge of where it feels comfortable, then push a little beyond—not to the point where you're uncomfortable, but to where it feels a bit of a challenge.
- Record your progress. Keep a simple diary or chart of progress toward your goals. Track the process and how you feel, not just the results.
- Reward yourself. When you reach milestones, splurge a little by buying a new outfit, taking an afternoon off to play or sending flowers to a friend. Enjoy your moments.



Team Log

- Select a team leader to collect team members' weekly logs. The team leader will record each member's accomplishments below by placing a mark in the corresponding layer of the *Holiday Health Pyramid*.
- Set a team goal in addition to the individual goals of each participant.
- Plan at least one activity a week together, such as a team walk or healthy holiday lunch.
- Team leader, return the Holiday Health Team log form to your *Health for the Holidays* coordinator.

Team Leader	Team Member	Team Member	Team Member	Team Member
<p>Week 1</p>				
<p>Week 2</p>				

	Team Leader	Team Member	Team Member	Team Member	Team Member
Week 3					
Week 4					
Week 5					
Week 6					

HEALTH *for the* Holidays

Gifts from the Heart

Looking for the perfect gift for someone special? Consider these gifts from the heart.

Heart-Healthy Gifts

- ♥ Workout outfit
- ♥ Tuition for a healthy cooking class
- ♥ Coupon for a personal training session or fitness assessment
- ♥ Gift certificate for new exercise shoes
- ♥ Collection of recipe cards with your favorite healthy recipes
- ♥ Relaxation tape
- ♥ Tandem bicycle
- ♥ Cookie jar full of healthy holiday cookies
- ♥ Fitness walking cassette tape
- ♥ Package of holiday-shaped pastas
- ♥ Sports equipment
- ♥ Homemade canned vegetables or soups
- ♥ Skiing or skating lessons
- ♥ Subscription to a healthy cooking or fitness magazine
- ♥ Exercise video tape
- ♥ Fitness center membership
- ♥ Subscription to a fruit-of-the-month club
- ♥ Gift certificate for a diet analysis by a registered dietician
- ♥ Low-fat cookbook

Heart-Felt Gifts

- ♥ The beginnings of a collection
- ♥ A fancy picture frame with a favorite photo of both of you
- ♥ Tickets to a social event
- ♥ Prepaid tuition to a community class
- ♥ A video tape of family and friends sent to someone far away
- ♥ A collection of favorite poems
- ♥ A poem, song or story written especially for them
- ♥ A sketch, painting or photo of a memorable event
- ♥ "Good for" coupons that promise personal services (baby-sitting, car wash, etc.)
- ♥ Donation to their favorite charity in their name
- ♥ Get-away weekend
- ♥ Holiday craft
- ♥ Favorite holiday movie or video
- ♥ An electronic family album or a genealogy software program

ORDER YOUR PREVENTION PARTNERS MATERIALS HERE!

All prices include South Carolina sales tax, and there are no shipping charges.

Item:	Quantity:	Price Each:	Total for Item:
Every Step Counts – Walking program that includes pedometer with carry bag and pocket-size instruction guide.		\$15.75	
Back on Track – Back pain and injury prevention program that includes manual, exercise video, dyna-band with instructions and workout towel.		\$10.50	
Tension Tamer – Stress-management program that includes manual, relaxation cassette, squeezable stress ball and stress dots.		\$10.50	
Self-Care Guide – Handy publication for home or office dealing with self care, general health care questions and when to see the doctor.		\$7.35	
Weight Management Software – Interactive 3-CD set for IBM-compatible computers: Weight Loss Planner, Menu Planner and Executive Diet Helper.		\$10.50	
Fast Food Guide – Pocket-size guide with information on cholesterol, sodium and other ingredient information from most major fast food chains.		\$1.58	
Low-Fat Cookbook – 82-page cookbook with a variety of delicious and healthy low-fat recipes, along with nutritional information for each recipe.		\$5.25	
Healthy Pursuit T-Shirt – Attractive, all-cotton t-shirt that is imprinted, front and back, with health questions and answers (M, L, XL, 2XL)	Size/Quantity:	\$7.35	
Enter Total for All Items Here: _____			
Name:		Employer:	
Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone:	E-mail:	
<p>Make check payable to Employee Insurance Program. Sorry, no cash or purchase orders accepted.</p> <p>Please mail check and entire order form to:</p> <p>Prevention Partners Employee Insurance Program 1201 Main Street, Suite 830 Columbia, SC 29201</p>			

Questions? Call **Prevention Partners** at 803-737-3820.

HANDY HEALTH INFORMATION RIGHT AT YOUR FINGERTIPS!

From slideguides to pocket pals to a stressometer, these handy pocket-sized items are a “must have” for quick, at-a-glance health information. Each item covers a different topic and gives you helpful information that’s easy to read and understand.

And what does this valuable information cost? Each slideguide is just 75¢! This price includes South Carolina sales tax, and there are no shipping charges.

ORDERING INFORMATION

Item:	Quantity:	Price Each:	Total for Item:
Lowering Your Cholesterol Slideguide		\$0.75	
Weight Control Made Easy Slideguide		\$0.75	
Walk for Fun, Fitness and Health Slideguide		\$0.75	
Low-Fat Food Finder Slideguide		\$0.75	
Exercise Away Your Fat Slideguide		\$0.75	
Emergency Care Slideguide		\$0.75	
Trimming the Fat Slideguide		\$0.75	
Personal Calorie & Fat Counter Pocket Pal		\$0.75	
The Stressometer		\$0.75	

Enter Total for All Items Here: _____

Name:		Employer:	
Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone:		E-mail:

Make check payable to Employee Insurance Program. Sorry, no cash or purchase orders accepted.

Please mail check and entire order form to:

**Prevention Partners
Employee Insurance Program
1201 Main Street, Suite 830
Columbia, SC 29201**

Questions? Call **Prevention Partners** at 803-737-3820.

Spinach Dip

- 1 package (10 ounces) frozen chopped spinach, thawed and squeezed dry
- 2 cups nonfat sour cream
- 1/2 cup nonfat or reduced-fat mayonnaise
- 1 can (8 ounces) water chestnuts, drained and chopped
- 1/2 cup thinly sliced scallions
- 1 package (1-1/2 ounces) dry vegetable soup mix

Combine the ingredients in a large bowl. Transfer the dip to a serving dish, cover and chill for several hours.

Serve with raw vegetables and whole grain crackers, or use as a filling for finger sandwiches or hollowed-out cherry tomatoes. Yield: 4 cups



NUTRITION FACTS (PER TABLESPOON)

Calories: 13 Cholesterol: 0 mg Fat: 0 g Fiber: 0.2 g Protein: 0.7 g Sodium: 52 mg

Source: *Fat-Free Holiday Recipes*

Festive Fruit Salad With Yogurt Cheese

- 2 cups nonfat vanilla yogurt
- 1 can (20 ounces) pineapple chunks in juice, drained, or 2 cups fresh pineapple chunks
- 2 cans (10 ounces each) mandarin oranges or 2 cups fresh orange sections, membranes removed
- 4 large bananas, sliced
- 1/4 cup flaked coconut
- 1 cup miniature marshmallows

To make the yogurt cheese, place a cheesecloth-lined funnel over a jar and pour the yogurt into the funnel. Refrigerate the jar overnight. The creamy-white mixture that remains in the funnel is the yogurt cheese (there should be 1 cup).

In a large bowl, combine the fruits and marshmallows. Add the yogurt cheese to the fruit mixture and toss to mix.

Cover the salad and chill for 1-3 hours before serving. Yield: 12 servings



NUTRITION FACTS (PER 2/3-CUP SERVING)

Calories: 85 Cholesterol: 0 mg Fat: 0.7 g Fiber: 1.5 g Protein: 0.8 g Sodium: 7 mg

Source: *Fat-Free Holiday Recipes*

Cranapple Crisp

Fruit Filling

8 cups thinly sliced peeled apples
1/2 cup fresh or frozen cranberries, coarsely chopped
1/3 cup light brown sugar
1/4 cup golden raisins
1 tablespoon cornstarch
1 tablespoon frozen apple juice concentrate, thawed

Topping

2/3 cup quick-cooking oats
3 tablespoons whole wheat flour
1/4 cup light brown sugar
1/4 teaspoon ground cinnamon
2 tablespoons frozen apple juice concentrate, thawed

To make the topping, in a small bowl combine the oats, flour, sugar, and cinnamon; stir to mix well. Add the juice concentrate and stir until moist and crumbly. Set aside.

In a large bowl, combine the filling ingredients and toss to mix well. Coat a 2-1/2 quart casserole dish with nonstick cooking spray. Place the filling mixture in the dish and sprinkle with the topping.

Bake uncovered at 375°F for 30 minutes. Cover the dish loosely with foil, then bake for an additional 15 minutes or until the filling is bubbly and the topping is golden brown. Serve warm.

Yield: 8 servings.



NUTRITION FACTS (PER 3/4 -CUP SERVING)

Calories: 78 Cholesterol: 0 mg Fat: 0.7 g Fiber: 4 g Protein: 1.7 g Sodium: 7 mg

Source: *Fat-Free Holiday Recipes*

Hot Apple Cider

2 cups water
3 sticks cinnamon
1 tablespoon whole cloves
1/2 teaspoon whole allspice
2 quarts unsweetened pasteurized apple juice or pasteurized apple cider

Place the water and spices in a large pot and bring to a boil over high heat. Reduce the heat to low, then simmer for 10 minutes. Strain the mixture, discarding the spices, and return to the pot.

Add the apple juice to the water and simmer over low heat until thoroughly heated. Serve warm in mugs. Yield: 20 servings



NUTRITION FACTS (PER 1/2 CUP SERVING)

Calories: 46 Cholesterol: 0mg Fat: 0g Fiber: 0g Protein: 0g Sodium: 3mg

Source: *Fat-Free Holiday Recipes*

Parmesan Scalloped Potatoes

1/4 cup unbleached flour
1/8 teaspoon ground white pepper
2 pounds baking potatoes (about 6 medium)
2 cups evaporated skim milk
2 tablespoons finely chopped fresh parsley, or 2 teaspoons dried
2 small yellow onions, thinly sliced and separated into rings
1/2 cup grated nonfat or reduced-fat Parmesan cheese



Combine the flour, parsley and pepper in a small bowl and set aside. Scrub the potatoes, then slice them thinly (slightly less than 1/4 inch). Measure the potatoes—there should be 6 cups.

Coat an 8 x 12-inch baking dish with nonstick cooking spray. Arrange 2 cups of the potatoes in a single layer over the bottom, slightly overlapping the slices. Lay half of the onion rings over the potatoes and sprinkle with half of the flour mixture and 2 tablespoons of the Parmesan. Repeat these layers. Top with the remaining 2 cups of potatoes. Pour the milk over the potatoes and sprinkle with the remaining 1/4 cup of Parmesan.

Cover the dish with aluminum foil and bake at 350°F for 45 minutes. Remove the foil and bake for 30 additional minutes or until tender. Yield: 10 servings

NUTRITION FACTS (PER 3/4-CUP SERVING)

Calories: 168 Cholesterol: 5 mg Fat: 0.3 g Fiber: 2.6 g Protein: 8.1 g Sodium: 103 mg

Source: *Fat-Free Holiday Recipes*

Green Beans and Mushrooms

2 pounds fresh green beans
2 cups sliced fresh mushrooms
1/4 cup water
1-1/2 teaspoons chicken bouillon granules
1 teaspoon dried thyme
1/4 teaspoon ground black pepper

Rinse the beans with cool water. Trim the ends and cut into 1-inch pieces. Place the beans and remaining ingredients in a 3-quart pot and stir to mix well.

Bring the beans to a boil over medium heat, then reduce the heat to low. Cover and stir occasionally for 12-15 minutes or until the beans are just tender. Serve immediately. Yield: 12 servings



NUTRITION FACTS (PER 1/2-CUP SERVING)

Calories: 29 Cholesterol: 0 mg Fat: 0.2 g Fiber: 2.7 g Protein: 1.7 g Sodium: 132 mg

Source: *Fat-Free Holiday Recipes*

Broccoli Baked Potato Skins

6 small baking potatoes (about 4 ounces each)
3/4 cup chopped frozen broccoli, thawed and squeezed dry
3/4 cup shredded nonfat or reduced-fat cheddar cheese
3/4 cup nonfat sour cream
1/4 cup thinly sliced scallions

Pierce each potato with a fork. Microwave on high power for about 15 minutes or until tender. Set aside to cool.

Cut the potatoes in half lengthwise. Scoop out and discard the pulp, leaving a 1/4-inch shell. Place 1 tablespoon of broccoli in each skin, then top with the cheese.

Arrange the skins on a baking sheet and bake at 450°F for about 15 minutes or until the cheese is bubbly. Transfer the skins to a serving platter; top each with 1 tablespoon of nonfat sour cream and a sprinkling of scallions. Serve hot. Yield: 12 appetizers



NUTRITION FACTS (PER APPETIZER)

Calories: 59 Cholesterol: 1 mg Fat: 0 g Fiber: 1 g Protein: 4.2 g Sodium: 75 mg

Source: *Fat-Free Holiday Recipes*

Chocolate Cannoli Treats

1-1/2 cups nonfat ricotta cheese
1/4 cup confectioners' sugar
1/2 teaspoon vanilla extract
36 fat-free chocolate wafer cookies or chocolate snaps
18 large strawberries, halved

Place the ricotta cheese, sugar and vanilla extract in a food processor or blender. Process until light and creamy.

Place 1 heaping teaspoonful of the mixture in the center of each cookie, then press a strawberry half into the cheese. Arrange on a serving plate and serve immediately. Yield: 36 servings



NUTRITION FACTS (PER SERVING)

Calories: 40 Cholesterol: 1 mg Fat: 0g Fiber: 0.2 g Protein: 1.6 g Sodium: 22 mg

Source: *Fat-Free Holiday Recipes*

Participant Survey



Please complete this survey and forward to your worksite Prevention Partners coordinator.

1. Did you complete *Health for the Holidays*?

Yes No

2. Which area of health was most rewarding?

a) social b) stress management c) nutrition d) fitness

3. Do you feel *Health for the Holidays* helped you maintain or improve your health habits during the holidays?

Yes No

4. Are you doing health activities now that you weren't doing before participating in *Health for the Holidays*?

Yes No

5. Did planning your activities each week help you be more consistent with health habits?

Yes No

6. Did tracking health activities on the *Holiday Health Pyramid* help motivate you during the program?

Yes No

7. If you participated in the team activity, did it help motivate you during the program?

Yes No

8. What did you like most about *Health for the Holidays*? _____

9. What did you like least? _____

10. What would you change about the program? _____

HEALTH *for the* Holidays

The State Health Plan
PREVENTION PARTNERS

South Carolina Budget and Control Board
Employee Insurance Program
1201 Main Street, Suite 830
Columbia, South Carolina 29201
803-737-3820

www.eip.sc.gov